

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4225

**TITLE:** FIRE BATTALION CHIEF

**GRADE:** F-29

**DEFINITION:**

Under the direction of an Assistant Fire Chief or Deputy Fire Chief, directs and coordinates the emergency medical service (EMS), fire, and rescue activities in a battalion (comprised of fire and rescue stations located in one region of the County) for an assigned shift; or directs and coordinates the specialty teams (i.e., the Hazardous Materials, Technical Rescue, and Water Operations Teams) in the Emergency Services Section's Technical Services Unit; or directs and coordinates the Fire Prevention Services Section or the Hazardous Materials Services Section; or develops and directs the Fire and Rescue Academy's training programs; or directs the activities of the Human Resources Section; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

A Fire Battalion Chief has command responsibility for all fire, rescue and emergency medical service activities within a specified geographic region (battalion). In contrast, a position in the next lower class in the series, Fire Captain, serves as a station or EMS shift commander, while a position in the next higher class, Deputy Fire Chief, commands one of the Department's seven major divisions.

**ILLUSTRATIVE DUTIES:**

**Battalion Shift Supervisor**

Maintains EMS, fire, and rescue protection at an optimal level on an assigned shift within a battalion, recalling or transferring personnel as necessary;  
Responds to emergency incidents and assumes command;  
Supervises personnel and the operation of all Fire and Rescue units within a designated area on an assigned shift;  
Routinely inspects fire and rescue stations to ensure the operational readiness of equipment, apparatus, and personnel, and the cleanliness of the stations;  
Makes reports on large-loss fires, unusual rescue incidents, vehicle accidents and personal injuries;  
Attends meetings with volunteers to exchange information and provide a liaison;  
Approves supply requests for materials pertaining to fire and rescue activities;  
Investigates complaints;  
Monitors apparatus/equipment maintenance programs;  
Ensures that battalion personnel meet all required training standards;  
Plans, coordinates, and conducts multi-function drills and training;  
Evaluates performance of personnel taking continuing education training, and takes corrective action if required;  
Evaluates the effectiveness of field training programs, and recommends changes or improvements;  
During field operations, identifies areas requiring improvement, and initiates appropriate action;  
Instructs battalion personnel in identified training needs;  
Coordinates with the EMS supervisor assigned to his/her battalion and ensures the scheduling of

training and/or drills that test the ability of emergency medical services personnel and equipment to meet agency standards and goals;

May fill in for the Division Deputy Chief for the division to which assigned.

**Technical Services Unit**

Plans, organizes, directs and evaluates the training of the Emergency Services Section's special operations teams (i.e., Hazardous Materials Team, Technical Rescue Team, and Water Operations Team);

Coordinates the activities of the special operations teams with other Fire and Rescue Department divisions, County agencies, and organizations outside the County;

Develops the budget for the special operations teams, and supervises equipment acquisitions;

Serves as the Emergency Services Section's liaison with the Local Emergency Planning Committee.

**Fire Prevention Services Section**

Directs and coordinates the activities of the Fire Prevention Services Section (comprised of the Investigations, Inspections, Plans Review Engineering, and Fire Protection Equipment & Systems Testing branches);

Interprets and directs the enforcement of the Fire Prevention Code;

Provides a liaison between the Fire Prevention Division and other code enforcement agencies within the County;

Provides information and advice on fire protection issues to departmental and County policy makers;

May command the investigative aspect of a fire/explosion scene;

Maintains a liaison with the County Attorney's Office for fire prevention enforcement issues;

Grants modifications to the State and County Fire Prevention Codes in compliance with applicable codes.

**Hazardous Materials Services Section**

Directs and coordinates the activities of the Hazardous Materials Technical Support and Enforcement Branches;

Oversees and coordinates the investigation, research, testing, remediation and enforcement actions for hazardous materials incidents;

Provides a liaison between the Fire and Rescue Department and County, state, and federal agencies, as well as the public and private sector, concerning hazardous materials incidents;

Negotiates equitable solutions to sensitive, long-term hazardous materials/hazardous waste issues;

Provides departmental and County policy makers with information and advice on hazardous materials issues;

Interprets federal, state and local codes concerning hazardous materials/hazardous waste, and recommends revisions;

Maintains a liaison with the County Attorney's Office for hazardous materials enforcement issues;

May command the investigative aspect of long-term hazardous materials remediation scenes.

**Training Section**

Develops continuous fire suppression, emergency medical services, hazardous materials abatement, and technical rescue training programs;

Consults with the Emergency Services Division personnel and volunteer fire company officers to determine training needs and schedule training sessions;

Evaluates and appraises fire and rescue operations to determine training needs;

Manages the Fire and Rescue Academy.

**In each functional area**

Maintains appropriate relationship with volunteer organization in assigned area;

Initiates or reviews performance evaluations of battalion staff;

Initiates disciplinary action or reviews disciplinary actions recommended by subordinate supervisors to ensure fairness, consistency, and conformance with Standard Operating Procedures and applicable rules and regulations;

Periodically inspects personnel for grooming, appearance, proficiency, readiness, and proper record keeping/documentation;

Investigates vehicle accidents and personal injuries, and takes corrective action if needed;

Supervises budget preparation for assigned area, and analyzes data for budget projections;

Establishes goals, objectives and priorities for the Section or battalion;

Participates in planning activities necessary to manage fire and rescue activities in assigned area;

Prepares and maintains records as required;

Participates in the physical fitness program;

Addresses citizen groups.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:****In all functional areas**

Knowledge of the principles, practices and techniques of the functional area to which assigned, and the ability to apply them effectively;

Knowledge of the laws, regulations, policies and procedures affecting the functional area to which assigned, and the ability to apply them appropriately;

Knowledge of administrative and managerial techniques;

Knowledge of available resource organizations;

Knowledge of supervisory techniques;

Knowledge of departmental policies and procedures, Standard Operating Procedures and the Personnel Regulations;

Knowledge of fire, rescue, and EMS incident management;

Knowledge of the budgeting procedure;

Ability to communicate orally in an effective manner, using diplomacy and tact;

Ability to write complete and accurate reports, memos, policies, and procedures, using proper grammar and format;

Ability to delegate duties and responsibilities appropriately, give feedback, and take follow-up action;

Ability to evaluate performance, counsel subordinates, and apply fair and effective discipline;

Ability to resolve personality conflicts among subordinates;

Ability to provide effective leadership;

Ability to take command and remain in command of an emergency situation under stress;  
Ability to speak before groups and interact effectively with the public one-on-one;  
Ability to analyze and evaluate;  
Ability to make decisions when no firm guidelines exist;  
Ability to develop alternative courses of action;  
Ability to organize and plan programs and deployment;  
Ability to determine staffing needs;  
Ability to set priorities and manage time effectively;  
Ability to concentrate on several matters at a time;  
Ability to demonstrate emotional detachment in disturbing or troublesome situations;  
Ability to take initiative, act decisively and assertively, and persevere;  
Ability to work well with others, including departmental personnel, persons from other agencies or other jurisdictions, and members of the general public, with tact and discretion;  
Ability to identify, define and evaluate the objectives, activities and methods of the Department;  
Ability to carry out staff decisions;  
Ability to be discreet and conscientious.

**Emergency Services Division**

Knowledge of building construction;  
Working knowledge of target hazards and special situations in the district to which assigned;  
Ability to determine the nature of an incident, size up the situation, and determine the equipment, personnel, and specialized resources needed to handle it;  
Ability to recognize and evaluate hazards and take corrective action;  
Ability to make fast, sound decisions under pressure, based on established guidelines, standard procedures, and established policies.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
High school graduation or a G.E.D. issued by a state department of education;

Two years of paid experience as a Fire Captain II with the Fire and Rescue Department of Fairfax County:

Refer to the Fairfax County Fire & Rescue Department's Career Development Handbook for an explanation of the promotional criteria that will be used for this rank.

Possession of a Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

**CERTIFICATES AND LICENSES REQUIRED:**

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-A or EMT-B);  
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;  
Certification as a Fire Officer III;  
Certification as an Instructor II;

Certification in cardiopulmonary resuscitation (CPR) and automatic electronic defibrillation (AED); AND  
Possession of a valid Motor Vehicle Driver's License.

**If assigned to the Fire Prevention Division, must obtain within one year of assignment to the Division:**

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;

Certification as a Technical Assistant to the Fire Official in accordance with the Virginia Department of Housing and Community Development standards.

**NECESSARY SPECIAL REQUIREMENTS:**

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

REVISED:	October 14, 2004
REVISED:	August 20, 2003
REVISED:	March 1, 2002
REVISED:	October 7, 1998
REVISED:	June 4, 1998
REVISED:	January 13, 1997
REVISED:	August 23, 1996
REVISED:	December 28, 1994
REVISED:	September 16, 1994 (Rescinded)
REVISED:	August 11, 1989
REVISED:	June 20, 1988
ESTABLISHED:	July 26, 1982